National Endowment for the Arts

Application Guidelines Fiscal Year 1982

Museums

82

WITH REVISIONS

Application Calendar

Category	Application Deadline	Notification of Grant Award or Rejection	Earliest Project Beginning Date
Wider Availability of Museums	Jan. 5, 1981 Jan. 4, 1982	June 1981 June 1982	July 1, 1981 July 1, 1982
Museum Purchase Plan	Jan. 5, 1981 Jan. 4, 1982	June 1981 June 1982	July 1, 1981 July 1, 1982
Special Exhibitions	March 30, 1981	Oct. 1981	Oct. 1, 1981
Museum Sabbaticals	March 30, 1981	Oct. 1981	Oct. 1, 1981
Utilization of Museum Collections	June 29, 1981	Dec. 1981	Jan. 1, 1982
Catalogue	June 29, 1981	Dec. 1981	Jan. 1, 1982
Conservation	June 29, 1981	Dec. 1981	Jan. 1, 1982
Collection Maintenance	Sept. 28, 1981	March 1982	April 1, 1982
Museum Training	Sept. 28, 1981	March 1982	April 1, 1982
Fellowships for Museum Professionals	Applications accepted throughout the year and reviewed quarterly.		
Visiting Specialists	Applications accepted throughout the year and reviewed quarterly.		
Services to the Field	Applications accepted throughout the year and reviewed quarterly.		

NATIONAL ENDOWMENT FOR THE ARTS
WASHINGTON D.C. 20506
A Federal agency advised by the National Council on the Arts

REVISIONS TO MUSEUM PROGRAM 1982 GUIDELINES

For the most part, Fiscal Year 1982 grants will be awarded based on the Fiscal 1982 Guidelines already distributed. The following changes, however, have been made, related to the Administration's budget request of $88 million for the Arts Endowment for Fiscal 1982. Please read this information carefully.

WIDER AVAILABILITY OF MUSEUMS

Deadline: January 4, 1982

Museum Education projects dealing with the museum's own collections will now be funded under UTILIZATION OF MUSEUM COLLECTIONS (see below). WIDER AVAILABILITY OF MUSEUMS grants will be awarded only for outreach and education projects sponsored by non-traditional art museums (those which do not have collections such as exhibition spaces, etc.) and for related programs making use of other museums' permanent collections. In most cases, only one application per museum in each of these two categories (WIDER AVAILABILITY OF MUSEUMS and UTILIZATION OF MUSEUM COLLECTIONS) will be funded.

Education projects based on special exhibitions (not drawn from the permanent collections) should be included in SPECIAL EXHIBITIONS applications.

Any WIDER AVAILABILITY OF MUSEUMS or MUSEUM EDUCATION grants awarded prior to Fiscal 1981 must be completed before submitting an application in this category.

Revised maximum grant amount: $25,000.

UTILIZATION OF MUSEUM COLLECTIONS

Deadline: June 29, 1981

Projects which make the museum's own permanent collection more widely available to the public, including museum education and outreach projects, will now be funded under this category rather than under WIDER AVAILABILITY OF MUSEUMS. In most cases, only one application per museum in each of these two categories (WIDER AVAILABILITY OF MUSEUMS and UTILIZATION OF MUSEUM COLLECTIONS) will be funded. You may not submit an application for education projects, however, if you have any outstanding WIDER AVAILABILITY OF MUSEUMS or MUSEUM EDUCATION grants awarded prior to Fiscal 1981.

Follow the existing guidelines under UTILIZATION OF MUSEUM COLLECTIONS (pages 8 and 9) for projects aimed at reinstalling the collection or mounting temporary exhibitions drawn from the permanent collection.

For requests up to $50,000, a 2-to-1 match will generally be required. For requests between $50,000-75,000, the Treasury method of funding must be used -- i.e., a 3-to-1 match (see page 20 in the Guidelines).

SPECIAL EXHIBITIONS
Deadline passed (was March 30, 1981)

The existing Guidelines still apply. However, it is likely that the grants will be recommended according to the following scale: grants up to $15,000 may be matched on a minimum of 1-to-1 basis; grants from $15,000 to $60,000, on a 2-to-1 basis; and grants of $60,000 or more, Treasury Fund or a 3-to-1 match (see page 20 of the Guidelines).

If you have submitted a SPECIAL EXHIBITIONS application, you will be notified by our staff after application review if the budget must be adjusted.

CATALOGUE
Deadline: June 29, 1981

- Documentation: No change.

- Publication: If you are seeking support for the production of a catalogue of the permanent collection, you may request aid either for research or for publication, but not both. You may reapply for publication in a subsequent year if you receive a grant for research.

- Computerization: It is unlikely that grants for computerization will be awarded due to the high costs associated with these projects.

If you have previously received grants under the CATALOGUE category, the status of any outstanding grants will be considered in application review.

Revised maximum grant amount: $50,000

CONSERVATION
Deadline: June 29, 1981

- Conservation Planning: No change.

- Conservation of Collections: Museums may submit no more than two applications in this category: one for treatment projects and one for purchase of equipment. No CONSERVATION OF COLLECTIONS grants will be awarded in Fiscal '82 if the applicant institution has any outstanding CONSERVATION OF COLLECTIONS grant awarded prior to Fiscal '80.

Maximum grant amount per application: $25,000

- Conservation Training: The only change here is a revised maximum grant amount of $100,000 for existing training centers.

- Regional Conservation Laboratories: We will not be able to award grants to regional conservation laboratories in Fiscal '82. This, however, will not affect review of CONSERVATION OF COLLECTIONS projects in which the proposed treatment will be carried out in regional labs.

COLLECTION MAINTENANCE:
Deadline: September 28, 1981

No change.

MUSEUM TRAINING
Deadline: September 28, 1981

Results to date of the applicant's existing MUSEUM TRAINING programs (whether or not they have been supported by previous Endowment grants) will weigh heavily in the application review. Evaluation of such programs, including statements from former interns or students, should be submitted with these grant applications. In the proposed programs, supervisors/teachers should be identified. Maximum grant amount: $40,000 with a 3-to-1 match (except for internship projects).

Internship support will be funded, but for stipend support only. Maximum grant amount: $20,000 with a 1-to-1 match.

MUSEUM PURCHASE PLAN

This category has been discontinued.

FELLOWSHIPS FOR MUSEUM PROFESSIONALS

NOTE: NEW DEADLINE: JANUARY 4, 1982

In most cases, salary support will not be included in FELLOWSHIPS FOR MUSEUM PROFESSIONALS grants. The applicant must strongly defend the need for this support if it is included in the grant request. The applicant also must submit three letters of recommendation from experts in the field addressing the merits of the project.

MUSEUM SABBATICALS
Deadline passed (was March 31, 1981)

No change.

VISITING SPECIALISTS

NOTE: NEW DEADLINE: JANUARY 4, 1982

Priority will be given to projects requiring grant periods of less than one year.

SERVICES TO THE FIELD

This category has been discontinued.

IMPORTANT ADDITIONAL INFORMATION

Several trends that have been relevant in the review of grant applications will be even more influential in Fiscal '82 in all of the categories of funding. You should keep all of the following points in mind when you make application:

- As stated in the Guidelines, only projects primarily of artistic significance will be funded.
- Most grants will be awarded in amounts less than 1/2 the total project costs. Even if our printed Guidelines or these revisions state that a project may be funded on a given matching basis, in many cases the grant amount recommended will be for an even lower amount.
- In all categories, use of the Treasury Fund method of funding is encouraged. See page 20 of Fiscal 1982 Guidelines for information.
- The status of any outstanding grants previously awarded to you will be taken into consideration. If you have received grants in categories for which you are planning to apply, you should refer to those grant letters for the grant conditions and reporting requirements. Grants are considered incomplete unless all the necessary reporting has been submitted.
- Application materials remain the same as described in the printed Guidelines. Submission of the appropriate Supplementary Information Sheet with your application is crucial to Panel review.
- If you have previously undertaken a project related to the one for which you now seek Endowment support, evaluation of that earlier program will be important in our application review. It is to your advantage to include with your application a brief evaluation of any such program, whether or not it was funded by a Museum Program grant.
- Late applications will not be considered.

May 1981

Preface

The National Endowment for the Arts, an independent agency of the federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of the National Council on the Arts on Goals and Basic Policy of the National Endowment for the Arts

This statement of the goal of the National Endowment for the Arts, its role and responsibilities in the artistic life of the nation, is rooted in certain fundamental convictions.

These include the belief that there is a response to the world which may be termed aesthetic awareness, a distinctive perception of the aesthetic dimension of our physical and social environment.

This perception is unique to humankind and has existed as a fundamental part of all human societies from the earliest times. It is through the various arts that this perception of the world is sharpened, enlivened, expressed, and developed as a celebration of life in all its forms.

Cultivation of this awareness is a societal good as it quickens the experience of life and enhances its quality. Thus, the condition of the arts is an appropriate concern of the people and hence a proper concern of government. In recognition of this fact, the National Endowment for the Arts was created.

It is not the intention of this statement to define "art." The term is to be understood in its broadest sense; that is, with full cognizance of the pluralistic nature of the arts in America, with a deliberate decision to disclaim any endorsement of an "official" art and with a full commitment to artistic freedom.

The goal of the Endowment is the fostering of professional excellence of the arts in America, to nurture and sustain them, and equally to help create a climate in which they may flourish so they may be experienced and enjoyed by the widest possible public.

Within this goal there are five basic policies which include the following:

I. Individual Creativity and Excellence

To foster creative effort by individual artists:

A. through support for individuals, including non-institutional ensembles, of high artistic talent and demonstrated commitment to their field within the arts;

B. through support of training and development of individual artists.

II. Institutional Creativity and Excellence

To foster creative effort and the development of excellence in the arts in America:

A. through support of institutions for projects and productions of substantial artistic significance, originality, and imagination;

B. through development of staff resources and through support of service organizations that provide technical and informational assistance to artists and institutions for the pursuit and achievement of standards of professional excellence in the arts.

Statement of the National Council on the Arts on Goals and Basic Policy of the National Endowment for the Arts, continued

III. The Living Heritage

To preserve the artistic birthright of present and future generations of Americans by supporting survival of the best of all art forms which reflect the American heritage in its full range of cultural and ethnic diversity.

IV. Making the Arts Available

To insure that all Americans have a true opportunity to make an informed, an educated choice to have the arts of high quality touch their lives so that no person is deprived of access to the arts by reason of:

- Geography
- Inadequate Income
- Inadequate education
- Physical or mental handicaps
- Social or cultural patterns unresponsive to diverse ethnic group needs.

V. Leadership in the Arts

With responsiveness to the needs of the field, to provide leadership on behalf of the arts:

A. through advocacy and cooperation with other governmental agencies, on all matters relating to the arts;

B. through advocacy with private institutions to stimulate increasing support for the arts from the private sector;

C. through exploration of effective ways in which the arts may be used to achieve desirable social ends;

D. through enlargement of the public's knowledge, understanding, and appreciation of the arts.

In carrying out these policies, reliance on the tested principle of review by peer panels is critical. To draw upon the judgment and experience of individual artists and other professionals in the arts—particularly those on the National Council, its committees, and the Endowment panels—is essential to establishing policies and making informed decisions in support of the arts.

The principle that financial support from the Endowment be matched by non-federal monies is also central to the manner in which these policies are carried out. While strongly affirming the value of the matching principle, the Endowment should give careful attention to the needs of developing arts groups of special merit which may not be able initially to adhere fully to the matching principle but are otherwise deemed worthy of support.

Information about the Endowment and its programs is contained in the Endowment's *Guide to Programs* which is available from:

Information Office
National Endowment for the Arts
7th Floor, West Wing
2401 E Street, N.W.
Washington, D.C. 20506

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Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects primarily of artistic significance. It is guided by three basic policies:

- All museums are eligible to receive funds for projects primarily of artistic significance.
- The quality of a project, not the size or location of the applicant institution, is the major criterion used in evaluating applications.
- The program will be responsive and remain flexible enough to consider any worthwhile project.

We Fund

- Museums.
- Organizations that perform museum functions.
- Organizations that serve or cooperate with museums.
- Museum professionals.

We Do Not Fund

- New construction.
- Major structural modifications of buildings. (See Challenge Grant guidelines for information on the eligibility of these projects.)

Important Information

Please look through this book carefully for the categories best suited to your needs. Be sure to note the deadlines in each section. Applicants may submit more than one application in each category.

Organizations applying for support should consult both the general instructions on how to apply (beginning on page 22) and the special application requirements that appear in each section. These requirements tell what supporting materials you will need to send with your application. Do not send these materials separately.

Individuals applying for support can find full instructions on how to apply in the "Fellowships for Museum Professionals" section.

After applications are received, they will be reviewed according to the process on page 6.

If you have questions or need any help with your application, write or phone this program. We can be reached at:

Museum Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6164

Eligibility Requirements

Organizations

While accreditation by the American Association of Museums is not an eligibility requirement, the Endowment generally uses the definition of museums developed by the AAM: ". . . a non profit institution essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule."

In addition to museums, organizations that serve museums, organizations that perform museum functions, state arts agencies, and regional arts organizations are also eligible to apply to the Museum Program.

Grantee organizations must meet the following legal requirements:

1. Be tax-exempt.
2. Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and where applicable, Title IX of the Education Amendments of 1972.

(continued on next page)

3. Pay prevailing wages.

See page 19 for details on these requirements.

In general, organizations should be in operation two years prior to submitting an application. An organization may request support for the same project for up to three years by applying annually.

In order to be eligible under the Museum Purchase Plan, museums must have submitted final reports on any previous grants in this category.

Individuals

Only currently employed museum professionals may apply for fellowships.

Preparing your application

The application form and the supplementary information sheets at the back of this booklet are the primary materials that advisory panelists use in evaluating applications. Please complete all items on these forms clearly and concisely, *using the space allotted on the forms.* More in-depth descriptive information and resumes may also be included as part of your overall application package, but in most instances these additional items will be used as back-up material only.

Use standard-size type on all your application materials. Do not use photoreduction to try to fit more words onto the forms.

Try to avoid using "jargon." The review process is greatly assisted by the use of simple language, which enables a direct and fair assessment of the project.

Applications for projects that may be esoteric or highly specialized should be accompanied by written material or slides that will enable panelists reviewing the applications to make adequate judgments. If you have questions about the need for such supplementary material please write or call the Museum Program.

Scope of Projects

Although the Endowment welcomes the vitality of new projects and activities, organizations may request assistance to strengthen existing programs or previously supported projects. Do not plan new programs that are beyond your means or that cannot be sustained without continued Endowment funding.

Matching Funds

Grants to organizations may be used to pay no more than half the total cost of any project. Organizational grantees must match funds awarded to any project on at least a dollar-for-dollar basis. Funds from the National Endowment for the Humanities, National Science Foundation, Institute of Museum Services, and National Museum Act may not be used to match Arts Endowment Museum Program grants.

Fellowships to individuals are made on a non-matching basis.

Continuing Support

Panelists annually review all applications on their merits, and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Final Reports

At the end of the grant period, the Endowment requires final reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Acknowledgment of Endowment Support

If you receive a grant, all published materials and announcements regarding the project must credit the Endowment. If the Arts Endowment is listed as one of a number of donors, its placement in the list should have an appropriate relationship to other sources of support.

(continued on next page)

Note on Publications

The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publication Office of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher, and reader.

For procedural information, call or write:

Library of Congress
Descriptive Cataloging Division
Cataloging-in-Publication Office
Washington, D.C. 20540
202/287-6372

Application Review

Applications within each funding category are reviewed as a group without reference to applications in other categories so that an institution will not be "competing against itself" by submitting applications in more than one category.

After applications are received, they are checked for completeness by the Museum Program staff, and then reviewed by the appropriate Museum Grants Panel and the Museum Policy Panel. These panels are rotating committees of experts from the museum field. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Information regarding action taken on applications cannot be made available until after these groups have made their recommendations and the Chairman has reached a decision. You will be notified in accordance with the Application Calendar on the inside front cover of these guidelines. Please do not seek information on the status of your request.

After receiving notification that a grant has been awarded, a grantee may apply for full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Museum Program.

Changes in the Fiscal Year 1982 Guidelines

Applicants should take special note of the major revisions this year in the categories outlined below. Since there are other changes as well, applicants are urged to read these guidelines carefully.

Cooperative Programs

This category has been discontinued. *Extended loans* from one museum to another are now eligible under Utilization of Museum Collections. *Regional touring* of exhibitions by regional arts organizations and service organizations is now eligible under Special Exhibitions. Organizations requesting support for *museum coordinators and related projects* may now apply under Services to the Field.

Museum Training

Support may now be requested in this category for formal continuing museum education programs, including workshops and seminars directed to mid-career professional training and development. Proposals should be submitted here and not under Services to the Field.

Museum Sabbaticals (Pilot)

This is a new category designed to help museums develop programs of sabbatical leaves for professional staff members.

Wider Availability of Museums

This category is designed to help museums and other organizations develop or strengthen arts-related educational programs. All projects must be carried out by professional staff. Grants are awarded in three areas:

- Interpretation and Extension: For projects that provide educational activities, within museums or at other locations, for the broadest number of participants.
- Museums and the Schools: For projects that call for cooperation between museums and their surrounding school districts.
- Museums and the Media: For projects in which museums use electronic media—film, radio, television—as a means of communicating with audiences.

Grant Amounts

Grants of up to $50,000 are available.

Period of Support

A grant period of one year is allowed.

Deadline and Announcement Dates

Applications must be postmarked no later than January 5, 1981 for projects starting after July 1, 1981. Notices of approval or rejection will not be sent before June 1981.

Applications must be postmarked no later than January 4, 1982 for projects starting after July 1, 1982. Notices of approval or rejection will not be sent before June 1982.

Special Application Requirements

Complete the Wider Availability of Museums Supplementary Information Sheet (page 39) and return it with the application form.

Special Exhibitions

This category is designed to help museums and other organizations develop, tour, or participate in exhibitions primarily of artistic significance. Grants may be used to pay for:

- Planning and organizing an exhibition.
- Services of an outside specialist.
- Shipping, insurance, and related costs.
- Installation.
- Catalogues.
- Documentation.
- Related events such as performing arts activities and film and lecture series.
- Publicity.
- Regional touring of exhibitions by regional arts organizations and service organizations.

Organizations requesting funds to borrow exhibitions may *not* include rental fees in their applications *if* the exhibition was initially funded by the Arts Endowment. Grants may be used to pay for transportation, installation, and related events.

Grants may not be used to pay for opening receptions.

Applications for support of temporary exhibitions of permanent collections or long-term loans of collections (and accompanying catalogues) should be submitted under Utilization of Museum Collections (see page 8).

(continued on next page)

Special Exhibitions, continued

Note on Photography Exhibitions: The Museum Program assists larger exhibitions, often of historical significance, of better-known photographers. The Visual Arts Program assists exhibitions of newer photography and/or less established photography of the 19th and 20th centuries. An institution may apply to only *one* Endowment Program each year for support of the same exhibition. If you are uncertain whether you should apply to the Museum or Visual Arts Program, please call the Museum Program.

Grant Amounts

There is no grant maximum for organizing an exhibition. Grants of up to $20,000 are available to help institutions borrow exhibitions.

Period of Support

Projects should begin between October 1, 1981 and September 30, 1982. The period of support should span the amount of time necessary to plan, execute, and close out the project.

Deadline and Announcement Dates

Applications must be postmarked no later than March 30, 1981. Notices of approval or rejection will not be sent before October 1981.

Special Application Requirements

Complete the Special Exhibitions Supplementary Information Sheets (pages 41-44) and return them with the application form.

If you receive a grant for an exhibition that includes a catalogue, you must provide 80 copies of the catalogue to the International Communication Agency for distribution to its libraries abroad. *Be sure to account for the 80 copies in your application budget.*

Note on Indemnification

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes federal indemnification for exhibitions in the United States (involving borrowed foreign objects), or elsewhere if part of an exchange. For further information contact:

Museum Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6164

Utilization of Museum Collections

This category is designed to help museums make greater use of their permanent collections primarily of artistic significance. Grants are available to help museums:

- Install works from their permanent collections.
- Mount temporary exhibitions of permanent collections.
- Lend collections.
- Make extended loans to one or more other museums. (In the case of extended loans, applications may be submitted by the lending or borrowing institution. Planning as well as implementation grants are available.)
- Prepare and publish exhibition catalogues directly related to the above activities.

Permanent collections, as defined here, include works in storage, works recently received or acquired, or works presently on view, which a museum wants to display more effectively.

Grants may be used to purchase materials needed for installation. However, they may not be used to pay for major structural modifications of a building.

Institutions that seek support for extensive conservation treatment of objects to be included in an installation should apply under Conservation (see page 10).

Grant Amounts

Grants of up to $100,000 are available.

(continued on next page)

Period of Support

The project should begin no earlier than January 1, 1982. The period of support should span the amount of time necessary to plan, execute, and close out the project.

Deadline and Announcement Dates

Applications must be postmarked no later than June 29, 1981. Notices of approval or rejection will not be sent before December 1981.

Special Application Requirements

Complete the Utilization of Museum Collections Supplementary Information Sheet (page 45) and return it with the application form.

If your application includes a request for catalogue support, you must also complete and return the Catalogue Supplementary Information Sheet on page 47. You must also provide 80 copies of the catalogue to the International Communication Agency for distribution to its libraries abroad. *Be sure to account for the 80 copies in your application budget.*

Catalogue

This category is designed to support the cataloguing of permanent collections primarily of artistic significance. Grants are available for:

- Documentation: For the cataloguing of uncatalogued or inadequately documented permanent collections. Applicants should consider documenting their collections in a format that can be converted to an existing data system.

- Publication: For research and preparation of catalogue copy for publication. The services of an outside consultant may be included in your budget, if appropriate. Publication of scholarly catalogues or handbooks related to collections is also eligible for funding. Applicants may wish to combine proposals for research and publication in the same application.

- Computerization: For putting catalogue information on a computer program. Only a few grants will be made, and applicants are advised to consult with the Museum Program before applying. Proposals will be judged on the applicant's ability to provide follow-up documentation on the advantages, problems, and costs of computerization. Applicants must indicate which computer program they intend to use.

Applicants seeking support under Utilization of Museum Collections should include costs of accompanying catalogues in those applications.

Applicants seeking support for catalogues to accompany special exhibitions should apply under Special Exhibitions (see page 7).

Grant Amounts

Grants of up to $100,000 are available.

Period of Support

A grant period of two years is allowed. The project should begin no earlier than January 1, 1982.

Deadline and Announcement Dates

Applications must be postmarked no later than June 29, 1981. Notices of approval or rejection will not be sent before December 1981.

Special Application Requirements

Complete the Catalogue Supplementary Information Sheet (page 47) and return it with the application form.

You must provide 80 copies of the catalogue to the International Communication Agency for distribution to its libraries abroad. *Be sure to account for the 80 copies in your application budget.*

Conservation

This category is designed to help museums conserve collections primarily of artistic significance. Grants are available for:

- Conservation Planning: Up to $10,000 to help museums and other organizations plan conservation programs or plan specific treatments of collections.

  Applicants must complete the Conservation Planning Supplementary Information Sheet (page 49) and return it with the application form.

- Conservation of Collections: Generally, up to $25,000 for:

  (1) Treatment projects executed within a museum's own conservation facilities or by an outside facility.

  (2) The purchase of major equipment for a museum's own in-house laboratory. Requests for equipment purchase should be submitted in a separate application from requests for treatment projects. Equipment costs are the *only* allowable expenses in equipment purchase applications.

  Applicants must complete the Conservation of Collections Supplementary Information Sheet (page 51) and return it with the application form.

- Conservation Training: Institutions may receive up to:

  —$150,000 for existing training centers.
  —$ 10,000 for short-term training workshops for museum staff.
  —$ 10,000 for master-apprentice internship programs.

  Individuals are not eligible in this category. All grants are made on a matching basis.

  Applicants must complete the Conservation Training Supplementary Information Sheet (page 53) and return it with the application form.

- Regional Conservation Laboratories: Up to $60,000 for regional conservation laboratories—facilities that provide groups of museums with services they could not afford singly.

  Applicants must complete the Regional Conservation Laboratories Supplementary Information Sheet (page 55) and return it with the application form.

Period of Support

A grant period of one year is allowed, except for conservation internships (under Conservation Training) where a longer period of support is possible. Projects should begin no earlier than January 1, 1982.

Deadline and Announcement Dates

Applications must be postmarked no later than June 29, 1981. Notices of approval or rejection will not be sent before December 1981.

Collection Maintenance

This category is designed to help museums preserve collections primarily of artistic significance through solving problems in the areas of climate control, security, and storage. Grants are available for two types of projects:

- Surveys: These should identify problems and recommend solutions, including a specific renovation plan and cost estimates.
- Implementation: Grants in this area support renovation projects for which careful plans and cost estimates have been developed.

Grants in this category are *not* awarded for new construction or renovation of galleries, except when directly related to climate control, security systems, or storage facilities.

Grant Amounts

There are no set grant amounts in this category. Grants for survey projects must be matched dollar-for-dollar. Grants for implementation projects must be matched at least dollar-for-dollar, with substantial projects generally requiring a higher match. Wherever possible, implementation grants will be made through the Treasury Fund Method (see page 20).

Period of Support

A grant period of one year is allowed for survey projects. A grant period of up to two years is allowed for implementation projects. Projects should begin no earlier than April 1, 1982.

Deadline and Announcement Dates

Applications must be postmarked no later than September 28, 1981. Notices of approval or rejection will not be sent before March 1982.

Special Application Requirements

Complete the Collection Maintenance Supplementary Information Sheet (page 57) and return it with the application form.

Museum Training

Grants in this category are awarded to support arts-related formal training programs, internships, and apprenticeships. Priority will be given to proposals that specifically include training for people from minority groups. All grants go directly to institutions, not individuals.

Projects may include:

- Graduate-level programs in curatorial training, museum administration, or museum education, conducted jointly by museums and universities.
- Undergraduate programs, especially those for minorities or in special disciplines.
- Formal continuing education programs, including workshops and seminars directed to mid-career professional training and development.
- Internships provided by a museum.
- Programs designed to prepare existing staff for more responsible positions.
- Apprenticeships to prepare students or staff for positions such as installer, preparator, framer, packer, and carpenter.
- Pilot programs for the training of volunteers, administered by professional museum staff.

Grant Amounts

Grants of up to $60,000 are available.

Period of Support

A grant period of one year is allowed. Projects should begin no earlier than April 1, 1982.

Deadline and Announcement Dates

Applications must be postmarked no later than September 28, 1981. Notices of approval or rejection will not be sent before March 1982.

Special Application Requirements

Complete the Museum Training Supplementary Information Sheet (page 59) and return it with the application form.

Museum Purchase Plan

This category is designed to encourage museums to purchase works by living American artists. Grants help museums:

- Expand their collections of contemporary American art.
- Raise funds for acquisitions.
- Pay artists for their work.
- Increase public appreciation of contemporary American art.

Grant and matching funds must be used to purchase two or more works by living American artists. No other costs are allowable. Works may be in any medium, including painting, sculpture, photography, graphics, folk arts, crafts, industrial design, costume and fashion design, and film prints by independent filmmakers.

No work of art purchased with a grant from this category may be de-accessioned or otherwise disposed of during the lifetime of the artist unless it is traded to the artist for another work or works.

Eligibility

Museums that have demonstrated a commitment to contemporary American art may apply. In order to be eligible, museums must have submitted final reports on any previous Museum Purchase Plan grants.

Museums may submit one application per department.

Grant Amounts

Grants of $2,500, $5,000, $10,000, $15,000, $20,000, and $25,000 are available. A museum must match its grant at least dollar-for-dollar with new money raised specifically for the acquisitions mentioned in its application. This money must be raised after the application is submitted. Funds raised from the de-accessioning of works are not eligible as matching monies.

Period of Support

The grant period for this category will be July 1, 1982 to June 30, 1983.

Deadline and Announcement Dates

Applications must be postmarked no later than January 4, 1982. Notices of approval or rejection will not be sent before June 1982.

Special Application Requirements

Identify possible sources of new funds in your application.

Complete the Museum Purchase Plan Supplementary Information Sheet (page 61) and return it with the application form.

Fellowships for Museum Professionals

This category allows museum professionals to conduct arts-related independent study or to travel, write, engage in community projects, or otherwise improve their professional qualifications. Leaves of absence may range from one to 12 months.

Fellowships are *not* awarded to cover study or research directed toward a graduate degree or expenses incurred in formal courses of study, workshops, seminars, or conferences.

Applications for projects of the employing institution should be made by the institution under the appropriate funding category, not by the individual under this category.

Eligibility

Professionals who have served on a museum staff for at least one year may apply.

Grant Amounts

Fellowships will not exceed $20,000 and most will be for considerably less. Amounts will be based on travel requirements, need for materials, and the portion of the applicant's salary not to be covered during the fellowship period. Fellowships need not be matched.

Period of Support

A fellowship period of one to 12 months is allowed. Fellowships should not be scheduled to begin before notification.

(continued on next page)

Fellowships for Museum Professionals, continued

Deadline and Announcement Dates

Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of the application.

How to Apply

Send three copies of the Individual Grant Application Form NEA-2 (Rev.) to:

Grants Office/MM
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

One copy must be the typed, signed original. One blank form begins on page 67 of these guidelines.

Your proposal must clearly demonstrate how a leave of absence will improve your professional qualifications. Summarize what you plan to do during the fellowship period in the space labeled "Description of proposed activity" on the application form. If necessary, one additional sheet (8½" x 11") may be used to provide detail.

Attach to your application an itemized budget including salary, travel costs (including a detailed break-down), and costs of materials, where relevant.

The "Career summary or background" section of your application should relate directly to the activity for which support is requested. You may attach a resume instead of completing this item.

Submit with your application a statement from the director or, if the applicant is the director, the chairman of the board of your institution that:

- Grants you a leave of absence for the period of time specified in your application.
- Notes your present salary, and whether or not it will be continued during the proposed leave.

Also submit with your application the application acknowledgment card inside the back cover of this booklet.

Additionally, have three individuals provide recommendations in support of your application. These recommendations should comment on your proposed project and its potential effect on your professional qualifications. The individuals providing recommendations should send them directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

A delay in the receipt of these recommendations will delay the processing of your application.

Taxability of Fellowships

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time.

A pamphlet entitled "Tax Information for American Scholars in the U.S. and Abroad" (Publication 520 of the Internal Revenue Service) is generally available at any IRS office. This booklet might be helpful to you in preparing an application for a fellowship.

The Endowment cannot advise you about the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue Service office.

Museum Sabbaticals (Pilot)

This category is designed to help museums develop and implement programs of sabbatical leaves for professional staff members. Endowment funds may be used to help cover the expenses of the sabbaticals and/or to help museums fund temporary replacements while staff is away. Grants in this category, however, may not overlap with funds provided under Fellowships for Museum Professionals.

Support in this category is intended to help museums develop their own *ongoing sabbatical programs* rather than provide a single sabbatical. Each sabbatical should cover at least two non-vacation months.

It is anticipated that a limited number of grants will be made during the pilot year of this program. The quality of the applicant institution and the merit of the proposed sabbatical program will be primary considerations in the review of applications.

Grant Amounts

Grants of up to $25,000 per museum are available. All grants will be made on a matching basis. The nature of the proposed program, particularly the number of individuals to be involved and the length of the sabbaticals, will help determine grant amounts. It is anticipated that funding at or near the maximum level would be made only for programs providing sabbaticals to at least three staff members. These sabbaticals would not have to be concurrent, but could be scheduled over a period of up to three years.

Period of Support

A grant period of up to three years is allowed. Museums may, for example, schedule one sabbatical a year over a three year period. Projects should not be scheduled to begin before October 1, 1981.

Deadline and Announcement Dates

Applications must be postmarked no later than March 30, 1981. Notices of approval or rejection will not be sent before October 1981.

Special Application Requirements

In Section IV of the application form, describe: 1) your museum's overall plan for a sabbatical program, including selection policies and procedures; 2) the positions and salaries of staff members who would be eligible for sabbaticals; 3) the length of time each sabbatical would last and the overall schedule for all proposed sabbaticals; 4) the specific uses to which the museum would put Endowment funds; and 5) plans to continue the program beyond the period of Endowment support.

Also note on the application form if any members of your museum staff have applied or intend to apply this year for a Fellowship for Museum Professionals. Application by your institution under this category will not preclude consideration of your museum's staff members under the fellowship category. Individuals, however, may not receive concurrent support under both categories.

Visiting Specialists

Grants in this category help museums obtain visiting specialists to provide temporary consultation services for a specific project. The specialist should be a person of considerable expertise and someone not employed by the applicant institution.

Specialists may work on projects such as:

- Researching a museum's permanent collection.
- Improving a museum's operations in areas such as administration, registration, and installation techniques (including lighting, handling, and storage).
- Establishing suitable museum library systems.
- Planning membership drives and other fundraising activities.
- Increasing and improving a museum's use of media other than print, such as film, video, radio, and television.
- Improving education and public service programs, including those for minority communities.
- Developing a graphics program.
- Finding ways to make a museum's building or programs more accessible to the handicapped.

(continued on next page)

Visiting Specialists, continued

Grant Amounts

Grants of up to $15,000 are available. Generally, only costs of the visiting specialists and directly related expenses are allowable.

Period of Support

A grant period ranging from one to 12 months is allowed. Projects should not be scheduled to begin before notification.

Deadline and Announcement Dates

Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of the application.

Special Application Requirements

Complete the Visiting Specialists Supplementary Information Sheet (page 63) and return it with the application form.

Services to the Field

Grants in this category help organizations provide services to the museum profession. These services include research, publications other than periodicals, workshops, and seminars. (Applications for formal continuing education programs, including workshops and seminars directed to mid-career professional training and development, should be submitted under Museum Training.)

Grants are also available to help a state arts agency, regional arts organization, or museum hire a museum coordinator responsible for developing activities beneficial to museums in a state or region. Grants may be used to pay for meetings and other planning activities. Applications for coordinators may include project as well as salary costs. Applications for touring projects, however, should be submitted under Special Exhibitions (see page 7).

This category is also designed for projects that do not fit other categories in these guidelines.

Grant Amounts

Grants of up to $30,000 are available.

Period of Support

A grant period of one year is allowed. Projects should not be scheduled to begin before notification.

Deadline and Announcement Dates

Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of the application.

Special Application Requirements

If you apply to do research, you must demonstrate that this is new research and that the results will be published in order to serve the field.

Complete the Services to the Field Supplementary Information Sheet (page 65) and return it with the application form.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in the Endowment's Guide to Programs which is available from:

Information Office
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Those programs which may be of particular interest to individuals involved in the museum field are described briefly below.

Challenge Grants

Challenge Grants are designed to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. These grants are available to institutions or groups of institutions that have shown a commitment to aesthetic excellence. Most recipients of Challenge Grants will be institutions eligible for funding in other Arts Endowment programs. Organizations receiving Challenge Grants must match every federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. For information, contact:

Challenge Grants
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/632-4783

Visual Arts

The Visual Arts Program offers assistance in a number of areas which may be of interest to museums:

Photography Exhibitions: For support of exhibitions of newer photography and/or less established photography of the 19th and 20th centuries.

Photography Publications: To assist the publication of outstanding works of historical or contemporary significance in photography.

Photography Surveys: To commission photographers of exceptional talent to document aspects of the life or geography of a particular city or region; to research and retrieve historical photographs of a region; to exhibit or publish the results of successfully completed survey projects.

Residencies: For short-term stays by artists, critics, photographers, and craftsmen of national reputation who instruct while practicing their profession.

Crafts Exhibitions: For support of crafts exhibitions of contemporary or historical significance.

For information, contact:

Visual Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-1566

Design Arts

The Design Arts Program offers assistance for design projects aimed at the development or adaptation of facilities for artists and arts organizations. For information, contact:

Design Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-4276

Dance

Working with the state arts agencies, the Dance Touring Program provides assistance to sponsors of dance companies in various locales throughout the country. Museums interested in sponsoring dance companies should contact their state arts agency for further information.

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations which are deeply rooted in and reflective of the culture of our national minority, low-income blue collar, rural, and tribal communities. For information, contact:

Expansion Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6010

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. For information, contact:

Folk Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-4282

Inter-Arts Program (formerly Special Projects)

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines. Funds are available for presenting organizations, artists colonies, service organizations and projects, and interdisciplinary arts projects. For information, contact:

Inter-Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6020

Literature

The Residencies for Writers category of the Literature Program offers assistance to projects presenting published fiction writers and poets in long- and short-term residencies. For information, contact:

Literature Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6044

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and non-profit organizations involved in film, video, radio, and television. For information, contact:

Media Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6300

Music

The Music Program offers assistance to organizations that present jazz, new music, and chamber music ensembles. For information, contact:

Music Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6390

Other Federal Programs for Museums

Institute of Museum Services
Department of Education
Washington, D.C. 20202
202/245-0414

National Endowment for the Humanities
Division of Public Programs
Museums and Historical Organizations Program
Washington, D.C. 20506
202/724-0327

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
202/357-2257

National Science Foundation
Washington, D.C. 20550
202/632-5722

Application Information for Organizations

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual;

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Title VI and Section 504 bar discrimination on the basis of race, color, national origin, or personal handicap in federally assisted projects. Title IX prohibits discrimination on the basis of sex in federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.

- Pay prevailing wages. Organizations must comply with parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations, which specifies that organizations must compensate all professional personnel, laborers, and mechanics on Arts Endowment supported projects in accordance with applicable labor standards as recognized by the appropriate union.

[1] Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201; telephone: 301/762-2590

Methods of Funding

Two types of grant funds are available to organizations applying under these guidelines: Program funds and Treasury Fund monies. They are both explained below.

Program Funds

Program fund grants to organizations usually must be matched at least dollar-for-dollar by nonfederal funds. Applicants must show (in Section X of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

Treasury Fund Grants

Treasury Fund grants usually must be matched with at least three nonfederal dollars for each federal dollar. They are not available for projects or amounts of federal money different from those specified in the regular guidelines for each program.

Organizations receiving Treasury Fund grants, which help applicants generate or sustain nonfederal contributions, must be eligible under the guidelines of the appropriate program and must submit an application which goes through the same procedures as those for program fund grants. The applicant must also secure a pledge from a donor to make a donation to the Endowment, restricted for use by the applicant organization. If the applicant is awarded a grant, this gift releases an equal amount from the Treasury Fund to be given to the grantee. Thus, the total official Endowment grant is made up of one-half Treasury Fund monies and one-half restricted gift. This total grant must in turn be matched again by the grantee, from earned or contributed income.

For example:

Donor's restricted gift to Endowment	$20,000
Amount released from Treasury Fund	+20,000
Total Endowment grant	$40,000
Matching funds identified on application	+40,000
Minimum total cost of project	$80,000

The Endowment may accept gifts or bequests of money or property. These are generally tax-deductible.

To apply for funds from the Treasury Fund, an applicant indicates on the application form that he is interested in Treasury Funds and lists in the Budget Request section the amounts and sources of income.

To simplify handling procedures, donors do not have to send their gifts directly to the Endowment. Following approval of the grant, the grantee may receive the donation directly and report the payment to the Endowment according to instructions provided in the grant package.

For additional information and copies of sample gift transmittal letters, contact:

Museum Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
202/634-6164

General Allowability of Project Costs

Grants are awarded for specific projects, not for general operating support. Project costs are all necessary costs incurred by the grantee in accomplishing the objectives of the grant during the grant period.

Examples of allowable and unallowable costs are outlined below.

Allowable Costs

- Advertising costs when directly related to the project.
- The costs of telephone services, telephone calls, telegrams, radiograms, cablegrams, postage, and the like.
- The cost of services by employees, rendered during the grant period. This cost may include salaries, wages, staff benefits, and pension plans.
- The cost of professional services, rendered by individuals who are not employees of the applicant, when reasonable in relation to the scope of the project.
- The costs of permanent equipment or other facilities where such purchases are approved by the Endowment. The term "permanent equipment" means an item of property that has an acquisition cost of $300 or more and an expected usefulness of one year or more. (In some cases, the Endowment may reserve the right to title of permanent equipment.)
- The costs of freight, express, cartage, postage, and other transportation services related to the delivery of goods.
- Travel and subsistence costs, incurred by permanent staff and consultants and necessary for the completion of the project. All travel outside the United States must be by a U.S. flag carrier if service is available. All other travel outside the United States must be approved in writing by the Endowment in advance. Requests for approval of such travel should be addressed to:

  Grants Officer
  National Endowment for the Arts
  2401 E Street, N.W.
  Washington, D.C. 20506

Unallowable Costs

- Bad debts—any losses, whether actual or estimated.
- The costs of buildings and repairs that materially increase the value or useful life of buildings, except when provided for in the grant letter. Grant money may not be used for investment in land, except with prior approval from the Endowment.
- Entertainment costs—the costs of social activities, entertainment, meals, lodging, rentals, transportation, gratuities, and exhibition openings.
- Interest paid on borrowed capital, however represented. (Any interest accrued on federal money must be returned to the Treasury.)
- Costs incurred prior to the project, whether or not project-related.
- Grant increases will not be awarded to cover the costs of inflation or other contingencies.
- Costs of collection maintenance should be limited to those expenses directly related to climate control, security, and storage. Expenses such as lighting, floor covering, wall covering, acoustic ceilings, skylights, staircases, and payment of security guards are unallowable costs.

How to Apply

Organizations must send the following materials, as well as those listed in "Special Application Requirements" for their category, under one cover to:

Grants Office/MM
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

- Three copies of the Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. See page 23 for specific instructions on completing this form.
- A copy of the Internal Revenue Service determination letter for tax-exempt status or the official document identifying the applicant as a unit of state or local government.
- The Assurance of Compliance Form which appears on page 37. All applicants must submit a completed form whether or not one has been submitted previously.
- The self-addressed application acknowledgment card which appears inside the back cover of these guidelines.

Only the Grant Application Form and the appropriate Supplementary Information Sheet must be submitted in triplicate. If you are including other supplementary materials, submit only one copy.

Materials submitted to the Endowment generally will not be returned to the applicant. If you are submitting materials which are expensive or difficult to replace, please contact the Museum Program before applying.

(Individuals should refer to "Fellowships for Museum Professionals" on page 12 for instructions on how to apply.)

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964,[1] the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority[2] participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

[1] Title VI provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

[2] "Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

Instructions for Completing Organization Grant Application Form NEA-3 (Rev.)

These instructions are keyed to the numbered sections of the application form found immediately following.

I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.

II. **Category under which support is requested.** Please indicate the appropriate category:

Wider Availability of Museums
Special Exhibitions
Utilization of Museum Collections
Catalogue
Conservation
Collection Maintenance
Museum Training
Museum Purchase Plan
Museum Sabbaticals
Visiting Specialists
Services to the Field

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project.

IV. **Summary of project.** In the space provided, specify clearly how the requested funds will be spent.

V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.

VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded down to the nearest $10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

If applying for Treasury Funds, show the amount of federal money requested from the Endowment as well as gifts made to the Endowment.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.

VIII. **Organization total fiscal activity.**

A. **Expenses** should include Arts Endowment projects funded and anticipated.

B. **Revenues, grants & contributions** should include Endowment grants received and anticipated.

Units of larger organizations, such as university museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. **Budget breakdown of summary of estimated costs.**

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates not lower than the prevailing minimum compensation as set out in the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $300 or with an estimated useful life of less than one year. (continued)

IX. 3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. **Permanent equipment** includes purchased equipment costing over $300 with an estimated useful life of one year or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. **Other** includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, postage, xeroxing, telephone, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. **Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, 2401 E Street, N.W., Washington, D.C. 20506 or another federal agency. A copy of the agreement must accompany the application.

X. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds. Funds from the National Endowment for the Humanities, National Science Foundation, Institute of Museum Services, and National Museum Act may not be used to match Arts Endowment Museum Program grants.

A. **Contributions:**

1. **Cash** donations anticipated for this project, except direct donations to the Endowment, and

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. **Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. **Revenues** include all other funds, regardless of source, expected to be used on this project.

XI. **State Arts Agency notification.** The Endowment urges each applicant to advise its state arts agency that this application is being made.

XII. **Application to Other Federal Funding Sources.** Indicate any federal sources to which you have applied or intend to apply for support of the project or program outlined in your application.

XIII. **Certification.** The application must be signed by an official of the applicant organization with authority to legally obligate the organization.

Museum Program

Organization Grant Application Form NEA–3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested:
		Starting _____ month day year Ending _____ month day year

IV. Summary of project description (Complete in space provided. DO NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Most recently completed fiscal period	Estimated for current fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued) 3

4. Permanent equipment (list each item separately)

	Amount $
Total permanent equipment	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate_____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues (*for this project*)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. To what other federal funding sources have you applied since October 1, 1980, or do you intend to apply this year or next, for support of this project or program?

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively, and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE
"HOW TO APPLY" SECTION ON PAGE 22
AND THE "SPECIAL APPLICATION REQUIREMENTS"
FOR YOUR CATEGORY FOR ALL
MATERIALS TO BE INCLUDED IN YOUR
APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Museum Program

Organization Grant Application Form NEA–3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested:
		Starting _____ month day year Ending _____ month day year

IV. Summary of project description (Complete in space provided. DO NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Most recently completed fiscal period	Estimated for current fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued) **3**

4. Permanent equipment (list each item separately)

	Amount $
Total permanent equipment	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate_____ % Base $_____ Amount $_____

X. Contributions, grants, and revenues (*for this project*)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

4

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. To what other federal funding sources have you applied since October 1, 1980, or do you intend to apply this year or next, for support of this project or program?

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature x _____ Date signed _____
Name (print or type) _____
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Museum Program

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V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Most recently completed fiscal period	Estimated for current fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued) 3

4. Permanent equipment (list each item separately)

	Amount $
Total permanent equipment	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate_____ % Base $_____ Amount $_____

X. Contributions, grants, and revenues (*for this project*)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. To what other federal funding sources have you applied since October 1, 1980, or do you intend to apply this year or next, for support of this project or program?

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Authorizing official(s)

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature x _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

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Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972

_____(hereafter called the "Applicant")
Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

_____

Applicant

_____

Applicant's mailing address

_____

_____

_____

By (President, Chairman of the Board, or comparable authorized official)

_____

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

Wider Availability of Museums Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" × 11") with this Sheet.

Name of Applicant: _____

1. Has the project for which you are requesting support already received assistance from the Arts Endowment? If so, please describe briefly the results of the project.

2. Whom is this project intended to serve and how?

3. Please outline the goals of your institution and explain how this program complements those goals.

(continued on next page)

Wider Availability of Museums Supplementary Information Sheet (continued)

4. Will fees be charged for the services to be provided? If so, on what basis?

5. In the space below, please describe the qualifications of the individuals involved in this project.

6. Do you anticipate that funding for this same project will be requested from the Arts Endowment in future years? If so, will funds requested be on a descending basis?

7. Please describe how you will inform museums in other regions of the results of your program.

Special Exhibitions Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with these Sheets.

Name of Applicant: _____

1. Please provide the title and dates of the exhibition.

Title (Indicate if this is only a working title):

Dates:

2. What is the significance of this exhibition? How does it fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. Who will organize the exhibition? In the space below, please describe briefly his/her qualifications as related to this exhibition.

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

4. Please list major works that will be included or are being considered, and indicate the degree of commitment of lending institutions. Approximately how many works will be in the exhibition? If proposed works or artists are not well known, please submit representative slides or other visual material with your application.

5. Will the exhibition be circulated? If so, please list exhibitors. Will costs be evenly shared by participating museums? At what cost? If the exhibition will be available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance?

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

Name of Applicant: _____

6. Exhibition catalogue:

a) Who will write the catalogue essays?

b) What other major publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your catalogue differ?

c) What audience is the catalogue intended for? Is it designed for scholars or for the general public?

d) Catalogue format, costs, and revenues:

Total number of pages	_____
Black/white illustrations	_____
Color plates	_____
Total run	_____
Translation costs	$_____
Total cost	$_____
Unit price	$_____
Sales price	$_____
Anticipated revenues from catalogue sales	$_____

e) What other publications do you intend to prepare as part of the exhibition (brochures, gallery guides, etc.)?

f) Please include two examples of catalogues produced by your museum during the past two years.

g) How will the catalogue be distributed? Who will hold copyright?

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

7. Please describe what security measures will be undertaken to protect works in the exhibition.

a) Qualifications of personnel supervising and handling, packing, and installing (please limit response to space provided):

b) Fire protection system:

c) Atmosphere control system:

8. Please describe any special methods that will be employed to enhance public response to the exhibition.

9. Please list anticipated revenues from this exhibition.

_____ Admission charges to exhibition
_____ Sale of catalogues/royalties
_____ Other
_____ **Total**

Utilization of Museum Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with this Sheet.

Name of Applicant:_____

1. Please attach one copy:

a) a checklist or representative listing of the collection.

b) drawings of the proposed installation.

2. Please describe the need for this project.

3. Has the museum undertaken similar projects previously? If so, describe them.

4. If this request is for touring a portion of your permanent collection, please indicate the exhibitors and their degree of commitment. Will costs be shared evenly by participating museums? If the exhibition will be available on a rental basis, what will the cost be: (a) if this exhibition is assisted by the Arts Endowment? (b) if it is not assisted by the Arts Endowment?

(continued on next page)

Utilization of Museum Collections Supplementary Information Sheet (continued)

5. Has the collection ever been exhibited? If so, when and under what circumstances?

6. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project.

7. If your application includes a request for catalogue support, you must also complete the Catalogue Supplementary Information Sheet which follows.

Catalogue Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" × 11") with this Sheet.

Name of Applicant:_____

1. Please attach one copy of:

a) a checklist or representative listing of the collection to be catalogued.

b) existing catalogues of all or part of the collection involved (these cannot be returned).

2. Please describe the need for this project.

3. In the space below, please describe the qualifications of the cataloguer.

4. Catalogue format, costs, and revenues:

Total number of pages _____
Black/white illustrations _____
Color plates _____

Total run _____

Translation costs $_____

Total cost $_____
Unit price $_____
Sales price $_____

Anticipated revenues from catalogue sales $_____

(continued on next page)

Catalogue Supplementary Information Sheet (continued)

5. How will the catalogue be distributed? Who will hold copyright?

Conservation/Conservation Planning Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant:_____

1. Please attach one copy of a checklist or representative listing of works in the collection.

2. Please provide the name of your institution's conservator/consultant and describe his/her qualifications in the space below.

3. How much have you budgeted over each of the last three years for conservation of the permanent collection?

Conservation/Conservation of Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant:_____

1. Please describe your conservation needs. If you are requesting assistance for equipment purchase, how will this equipment help address these needs?

2. Where will the conservation work be done? Who will be responsible for it? Please describe his/her qualifications in the space below.

3. Please attach information on the work(s) to be treated and the nature of the treatment, and provide condition reports.

4. How much have you budgeted over each of the past three years for conservation of the permanent collection?

Conservation/Conservation Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe (or attach materials providing) the qualifications of the teaching staff.

(continued on next page)

Conservation/Conservation Training Supplementary Information Sheet (continued)

4. Please provide information (below or in an attachment) on the placement of members of the most recent graduating class.

Conservation/Regional Conservation Laboratories Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" × 11") with this Sheet.

Name of Applicant: _____

1. Please describe the cooperative nature of your regional laboratory association, confederation, etcetera.

2. What organizations do you serve? Please attach copies of any signed agreements that you have with these organizations.

(continued on next page)

Conservation/Regional Conservation Laboratories Supplementary Information Sheet (continued)

3. Please describe (or attach materials providing) the qualifications of your staff members.

4. Please describe your laboratory facilities and equipment.

5. When do you estimate your organization will be self-supporting?

Collection Maintenance Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe your institution's collection.

2. Who will be responsible for undertaking the survey or implementation? Please describe his/her qualifications in the space below.

3. Please attach one copy of:

   a) estimates for Survey projects;

   b) completed surveys and bids or estimates for Implementation projects.

Museum Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" × 11") with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. What is the teacher/student ratio?

3. Please describe the specific museum experience of the teacher(s) involved in your program.

4. Please describe any intern program or other on-the-job training included in your program.

(continued on next page)

Museum Training Supplementary Information Sheet (continued)

5. To what degree do professionals from cooperating museums participate in course planning and teaching?

6. Please outline below or attach material indicating museum positions currently held by members of the three most recent graduating classes.

7. Where relevant, please attach a syllabus of the course(s) offered. Include reading lists and a general description of the ratio of theoretical classroom training to practical museum experience.

Museum Purchase Plan Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with this Sheet.

Name of Applicant: _____

1. Please describe the types of works or specific works that might be acquired with the purchase funds. If you are unable to identify the works of art you might purchase, submit a brief list of artists you are considering.

2. What recent exhibitions of contemporary American art have been organized by your museum? Please send one sample catalogue of each exhibition if possible.

(continued on next page)

Museum Purchase Plan Supplementary Information Sheet (continued)

3. Please list a number of the more important works by contemporary American artists acquired by your museum without Arts Endowment assistance within the last three years. Please indicate which were purchased, and which were acquired by other means (gift, bequest, etcetera).

4. Please list any works by contemporary American artists purchased by your museum through previous support under the Museum Purchase Plan.

5. Who will be responsible for selecting works purchased under this plan? Please describe his/her qualifications in the space below.

Visiting Specialists Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" × 11") with this Sheet.

Name of Applicant: _____

1. How is this project related to other activities of the museum?

2. Who will the visiting specialist be and what are his/her qualifications? If you are considering a number of people for this project, please provide their names and qualifications. In all cases, please include with your application a statement from the visiting specialist confirming his/her availability.

(continued on next page)

Visiting Specialists Supplementary Information Sheet (continued)

3. Has the project for which you are requesting support already received assistance from the Arts Endowment? If so, please describe briefly the results of the project.

Services to the Field Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with this Sheet.

Name of Applicant_____

1. Has the project for which you are requesting support already received assistance from the Arts Endowment? If so, please describe briefly the results of the project.

2. Whom is this project intended to serve and how?

3. Will fees be charged for the services to be provided? If so, on what basis?

(continued on next page)

Services to the Field Supplementary Information Sheet (continued)

4. In the space below, please describe the qualifications of the individual(s) involved in this project.

5. If this program is to be a continuing one, how will it be funded in the future?

6. If this is an experimental or research project, what are the plans for disseminating the results?

7. If the project is a seminar, course, or workshop, please attach a copy of the syllabus.

Museum Program

Individual Grant Application Form NEA–2 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

1. Name (last, first, middle initial)

2. Present mailing address/phone

3. Permanent mailing address/phone

4. Category under which support is requested:
Fellowships for Museum Professionals

5. U.S. Citizenship ☐ Yes ☐ No Visa Number _____

6. Professional field or discipline: _____

7. _____
Birth date

_____
Place of birth

8. Period of support requested:
Starting _____
month day year

Ending _____
month day year

9. Description of proposed activity

10. Amount requested from National Endowment for the Arts: $ _____
Allocated as follows: Time $ _____ Materials $ _____ Travel $ _____

11. Career summary or background (If additional space is needed, you may staple supplemental sheets to the application.)

* U. S. GOVERNMENT PRINTING OFFICE : 1980 310-917/18

12. Education 2

Name of institution	Major area of study	Inclusive dates	Degree

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

14. Present employment

Employer	Position/Occupation	Salary

15. Prizes/Honors received	Membership professional societies

16. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

x _____ _____
Signature of applicant Date

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

FY 1982 Museum Program **Application Acknowledgment Card**

Please address the reverse side of this card to yourself and include it in your application package. This card will be returned to you to acknowledge receipt of your application at the National Endowment for the Arts. Please use ball-point pen—do not use felt tip.

Project:_____

In all future inquiries, please refer to your application number which is:

_____

Application Number—Arts Endowment Use Only Date

National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
Official Business

Postage and Fees Paid
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